



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Jr. Staff Analyst/ Assistant Treasury Program Officer/
Associate Treasury Program Officer
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$2724 - \$3586 JSA
\$3538 - \$4300 Asst TPO
\$4255 - \$5172 Assoc TPO

Will consider all three levels for recruitment purposes

Under the general direction of the Assistant Manager, Interim Financing Section, (IFS), the incumbent analyzes financial and program activities of State bond programs, assists in the department's administering of bond funds. The analyst may perform the following essential functions. The complexity of the duties will be modified to be consistent with the classification of the candidate hired.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Responsible for performing staff work associated with interim financing through the Pooled Money Investment Board (PMIB); monitors the monthly calendar for bond funded departments to submit requests and supporting documentation; reviews loan applications; prepares materials to brief Public Finance Division Management, the Deputy Treasurer, and the PMIB; prepares and maintains monthly reports regarding loan program activity and fund balances; and responses to ad hoc requests for information about the program. Assists in the analysis of individual loan requests for programs funded with revenue bonds and confers with departments to determine projected expenditures and future financing needs; coordinates with staff responsible in the preparation of their loan requests.
- Calculates the amount of funds needed for interim loan payoff and other capitalized costs; determines if all required expenditure authorizations are in place for bond sales. Records and maintains information in the Debt Management system.
- Provides technical support for special projects; analyzes legislation; and establishes accounts and monitors balances. Responds to inquiries from the public, other State agencies and the financial community both orally and in writing; and responds to ad hoc requests for information about bond programs. Performs special projects or financial analysis and other duties as required.

DESIRABLE QUALIFICATIONS:

- State finance, accounting or other financial experience.
- Strong technical, analytical and writing skills.
- Strong computer skills, including the use of standard application software (i.e., Microsoft Windows, Word, Excel, Access).
- Ability to work independently and accurately within a dynamic environment and restrictive timeframes.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have list eligibility as Staff Services Analyst, Assistant Treasury Program Officer, or Associate Treasury Program Officer.

This position is subject to the SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position. **ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.**

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY (I.E., LIST ELIGIBILITY, SROA, SURPLUS EMPLOYEE, ETC.) If your source of eligibility is LIST ELIGIBILITY please provide proof of eligibility for admittance to the SSA examination, i.e., college degree or transcript of completed number of units required for admittance to the exam. List the number "820-515-5156-003" next to the classification on your application/resume (i.e. [JSA 820-515-5156-003]). If you do NOT indicate the source of your eligibility, you may not be considered for an interview.

FINAL FILING DATE:

Until filled.

SUBMIT APPLICATIONS TO:

Judy Hansen
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-4076 or TDD (916) 654-9922.

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03/15/07